

**DEPARTMENT OF THE AIR FORCE
OGDEN AIR LOGISTICS CENTER (AFMC)
INDUSTRIAL SERVICES DIVISION
HILL AIR FORCE BASE UT 84056**

**MAD OPERATING INSTRUCTION 21-1
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Maintenance

TOOL ISSUE CENTER MANAGEMENT

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This Operating Instruction (OI) provides policy and guidance for management, control, and distribution of tools within Ogden Air Logistics Center, Industrial Services Division (OO-ALC/MAD) tool issue centers. The objective of this instruction is to eliminate Foreign Object Damage (FOD) to Air Force equipment caused by lost or misplaced tools. This OI is designed to prevent acquisition of duplicate, excess, or infrequently used tools. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. See Attachment 1 for a glossary of references and supporting information. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule*.

1. BACKGROUND: This OI outlines the procedures and responsibilities for OO-ALC/MAD personnel managing or working within the tool issue center. This OI is designed to increase the accuracy of inventory and tool control. This OI augments guidelines established by AFMCI 21-107, *Tool Control and Accountability Program*, and Hill AFB Supplement AFMCI 21-127, *Depot Maintenance Plant Management*.

2. RESPONSIBILITIES:

2.1. OO-ALC/MAD Division Chief.

2.1.1. Provides executive oversight for the OO-ALC tool program.

2.1.2. (Removed)

2.1.3. Appoints the OO-ALC/MAD Tool Manager.

2.2. OO-ALC/MADP Branch Chief.

2.2.1. Reviews annual inventory findings.

2.3. OO-ALC/MADPT Section Chief.

2.3.1. Appoints a supervisor to plan, coordinate, and assemble a team to perform annual inventories in tool issue centers. Inventory teams cannot be comprised of personnel from the tool issue center they are to inventory.

2.3.2. Maintains DD Forms 1348-1A, *Issue Release/Receipt Document*, for items turned over to Defense Reutilization and Marketing Office, Administrative Branch (DRMO/MBB), for a minimum of two years.

2.3.3. Supplies directorate tool managers with current template tool listings to conduct template reviews on an annual basis.

2.4. OO-ALC/MAD Division Tool Manager.

2.4.1. Approves all tool requests prior to submission to appropriate tool issue center.

2.4.2. Ensures annual template reviews are conducted.

2.4.3. Submits OO-ALC Forms 516 for Tool Kit (TK) template additions, deletions, and revisions to the Tool Distribution Center.

2.5. Tool Distribution Center Manager.

2.5.1. Researches and reports discrepancies (over \$500) that are discovered during the annual inventory to the OO-ALC/MADP branch chief within 10 business days.

2.6. Tool Distribution Center Personnel.

2.6.1. Fill tool requests from tool issue centers for OO-ALC employees.

2.6.2. Order tools for all depot operations.

2.6.3. Order tools requested by tool issue centers that are not in stock.

2.6.4. Verify tools shipped to the Tool Distribution Center against the inventory management system-purchasing module as an authorized order.

2.6.5. Sign for shipments and move them to a receiving area.

2.6.6. Inventory and enter received orders into the inventory management system.

2.6.7. Receive, separate and check tools from other locations for serviceability; and de-mark and place in appropriate locations.

2.6.8. Receive turned-in TKs from tool issue centers, inventory and update inventory management system, disassemble TKs, de-mark, and return tools to stock.

2.6.9. Conduct an annual wall-to-wall inventory of OO-ALC/MADPT Tool Distribution Center.

2.6.9. Complete DD Forms 1348-1A; and box, palletize, and weigh all tools to be sent to de-mark facility.

2.6.10. Verify quantity on return of de-marked tools by checking weight shipped with weight received on DD Forms 1348-1A.

2.6.11. Verify serviceability and ID number removal on all contractor de-marked tools.

2.6.12. Package and ship tools requiring warranty repair or replacement at the vendor's facility.

2.7. Tool Distribution Center Personnel.

2.7.1. Enters OO-ALC Forms 515, *Tool Request*, into the inventory management system.

2.7.2. Generates Master Tool Kit Custodial Receipt Listings (TKCRL).

2.7.3. Procures required marked tools for employees who are affected by a TK template change and forwards to the affected tool issue centers for disbursement.

2.8. Tool Kit Assembler.

2.8.1. Receives TK inventory listing and collects each tool on the list, annotates list for lack of quantity, generates an MADPT Form 2, *Tool Kit Issue*, and sends to laser marking center.

2.8.2. Forwards requisitions for non-stocked items to the tool procurement office.

2.9. Laser Operators.

2.9.1. Inspect all laser equipment prior to use and document inspection on AFTO Form 244, *Industrial/Support Equipment Record* or locally generated form.

2.9.2. Wear appropriate personal safety equipment during laser operation.

2.9.3. Mark tools with appropriate ID numbers and inspect ID number upon removing tool from laser to ensure correct number and legibility of mark.

2.9.4. (Removed)

2.9.5. (Removed)

2.10. Tool Issue Center Personnel/Attendants.

2.10.1. Verify current TK's assigned to employee upon receipt of TK request.

2.10.2. Update inventory management system for all TKs and individual tools issued to personnel.

- 2.10.3. Receive and process TK request.
- 2.10.4. Schedule appointments with employees to inventory and issue assembled TKs.
- 2.10.5. Verify that the ID number on the tool to be issued matches the assigned number for that employee's TK.
- 2.10.6. Process TKs in the inventory management system and forward turned-in TKs to the OO-ALC/MADPT Tool Distribution Center for return to stock.
- 2.10.7. Process all short-term tool loan activities for personnel assigned to their tool issue center.
- 2.10.8. Physically verify loaned tool condition before extending loan period.
- 2.10.9. Will not accept modified tools for exchange or loan return.
- 2.10.10. Report all suspected tool abuse to the OO-ALC/MADPT section chief immediately.
- 2.10.11. Require a completed copy of AFMC Form 310, *Lost/Found Item Report*, before accepting and/or reissuing a replacement for a lost tool.
- 2.10.12. De-mark all warranted tools prior to warranty exchange.
- 2.10.13. Exchange warranted tools with the appropriate tool representative on a one-for-one basis, and update inventory management system for exchanged tools.
- 2.10.14. Assist in conducting annual reviews of tool issue center's contents and requirements.
- 2.10.15. Ensure short-tool quantities or broken tools are identified for replacement.
- 2.10.16. Submit completed OO-ALC Form 516 to the OO-ALC/MADP Tool Program Manager as a record of review.
- 2.10.17. Conduct random audits of inventory management and tool loan systems.
- 2.10.18. Forward report of audit results to OO-ALC/MADPT section chief for review.
- 2.10.19. Detail (in writing) critical items and special equipment that will be restricted to a single shift loan period.
- 2.10.20. Update inventory management system to reflect tools having limited loan time periods.
- 2.11. **First Line Supervisors.**

2.11.1. Generate Form 516 for new templates IAW AFMCI 21-107, Hill Sup 1.

2.11.2. Generate OO-ALC Forms 515 for individual tools required for OO-ALC employees.

2.11.3. Submit completed TK request to their division tool manager.

2.11.4. Schedule appointments with organizations that will be receiving employees from other organization for TK transfers.

2.11.5. Ensure, for tool issue center personnel, that every effort has been made to collect and return all broken tool pieces, if necessary, during replacement request.

2.12. OO-ALC Employees.

2.12.1. Must present their tool ID card to tool issue center personnel for all tool transactions.

2.13. Drivers in the 75th Transportation Squadron will sign DD Forms 1348-1A, acknowledging receipt of materials to be transported to DRMO.

3. POLICIES:

3.1. **Needs Analysis.** Tools for OO-ALC will be procured on an as-needed basis. Inventory levels will be established in accordance with AFMCI 21-127. Needs analyses will consider current stock levels, stock level fluctuation, current usage data, and new tool needs or additional levels of inventory.

3.2. **Tool Issue Center Analysis.** Each tool issue center manager will conduct an annual review of all tool issue center's contents and requirements. These reviews should determine existing needs, possible shortages due to loss, damage, pilferage, modification, or new requirements based on new workload. The review should also include a frequency-of-use analysis for each tool and a quantity level check for tools showing a frequency-of-use greater than five uses-per-day to ensure that current quantity is adequate for demand. Tool issue center managers should verify that short quantities and broken tools are identified or otherwise marked for replacement from warranty programs and that replacements have been ordered. Tool issue center manager will submit a completed OO-ALC Form 516 to the OO-ALC/MADPT Tool Program Manager as a record of review.

4. TOOL REQUEST:

4.1 **Individual Tool Requests.** Supervisors of employees requiring individual tools (tools not of standard issue for their assigned TK) will submit an OO-ALC Form 515 to their local tool issue center. Tool issue center personnel will forward the Form 515 to the Division Tool Manager for approval. If approved, tool issue center personnel will input requested tools into the inventory management system, submit request to OO-ALC/MADPT Tool Distribution Center, and then fill. If the tool is not available, it will be ordered.

4.1.1 New Template Requirement. If a new TK template is required, the requesting supervisor will generate an OO-ALC Form 516, obtain branch level and division tool manager's approval prior to submitting to OO-ALC/MADPT. The OO-ALC Form 516 must contain the following information: 1) national stock number (NSN), 2) manufacturer's part number, 3) tool description, 4) unit of issue, and 5) quantity required.

4.1.2. Existing Templates. If a template is already established for the required TK, the requesting supervisor will generate a TK request and submit to their division tool manager. A TK request will be generated for each employee to be issued a new TK from the existing template series. A copy of the TK request will be placed in the employee record.

5. PROCUREMENT:

5.1. Authorization. The OO-ALC/MADPT Tool Distribution Center orders tools for all depot operations as needs warrant. Tools will not be purchased by organizations other than OO-ALC/MADPT, unless written approval is obtained from OO-ALC center tool manager, prior to purchase. If permission is granted to purchase tools, an OO-ALC Form 515 must also be submitted. These tools must be delivered to the OO-ALC/MADPT Tool Distribution Center upon receipt for marking and addition to the inventory management system.

5.2. Inventory Check. Tool requests for new or replacement tools will be compared to inventory management reports to determine if the necessary tools, quantities, or viable substitutes are currently in stock before purchasing.

5.3. Government Card Purchases. Government card purchases allow acquisition of necessary tools in a short time frame. Once all requirements of para. 5.1 are met and authorization has been obtained, purchases may be made by the cardholder.

5.4. Blanket Purchase Agreements (BPAs). BPAs with multiple vendors will be used to purchase large supplies of tools at a competitive price for the government. BPAs will be used on a routine basis for larger quantity tool purchases; e.g., bulk stock replacement, acquisition of previously unstocked tools, and multiple TK issue requirements, etc.

6. TOOL RECEIPT AND ORDER ASSEMBLY:

6.1. OO-ALC/MADPT Tool Distribution Center.

6.1.1. New Tools. When tools are received at the OO-ALC/MADPT Tool Distribution Center, the shipment is validated against the inventory management system purchasing module authorized order by the distribution center personnel. The order is then inventoried to verify receipt of all ordered materials prior to OO-ALC/MADPT personnel signing for the shipment and moving it to a receiving area. Distribution center personnel will enter the order into the inventory management system and place items in the appropriate locations.

6.1.1.1 (Added) Bin levels. Bin minimum, maximum and reorder levels will be established in the inventory management system. A tool reorder listing will be generated weekly from the inventory management system and used by tool center personnel to refill bins as needed.

6.1.2. Tools From Other Locations. Personnel in OO-ALC/MADPT Tool Distribution Center receiving tools from other locations will ensure transferred tools are: 1) separated, 2) checked for serviceability, 3) de-marked, 4) inventoried for addition to stock, 5) entered into the inventory management system, and 6) placed in appropriate OO-ALC/MADPT Tool Distribution Center locations.

6.1.3. TK Turn-in.

6.1.3.1. Tool issue center personnel receiving turned-in TKs will forward the entire kit to OO-ALC/MADPT Tool Distribution Center and appropriately process information in the inventory management system.

6.1.3.2. When the OO-ALC/MADPT Tool Distribution Center receives the TK, an inventory of the contents is made. The TK is sent to the de-mark area for tool de-marking and then returned to stock.

6.1.3.3. If the toolbox can be re-issued, it will be returned to useable stock. If not, the box will be processed for disposal through DRMO/MBB.

6.2. OO-ALC/MADPT Tool Distribution Center Inventory Control.

6.2.1. Annual Inventory. Personnel in OO-ALC/MADPT Tool Distribution Center will conduct a wall-to-wall inventory of all tool storage locations annually. This inventory will include a review of each location's on-hand quantity, NSN, nomenclature, and the max/min bin levels. Ninety-day historical usage data will be used to establish the max/min bin levels. Any variation between physical count and level recorded in the inventory management system will be noted and brought to the manager's attention in the OO-ALC/MADPT Tool Distribution Center. If the variance for any line is over \$500, the variance will be researched by the inventory team and reported to OO-ALC/MADP within 10 business days.

6.2.2. Inventory Procedures. All scheduled inventories will be conducted in accordance with AFMCI 21-127 and local supplemental instructions.

6.3. Tool Order Fulfillment. OO-ALC/MADPT Tool Distribution Center personnel process completed tool request. They enter requests into the inventory management system for inventory control. If the request is for an entire TK, a TKCRL is generated for that order and forwarded to the TK assembler.

6.3.1. TK Assembly. The assembler receives a TK inventory listing and collects each tool on the list. If sufficient quantity of the required tools is unavailable, the assembler will annotate the TK inventory list with a back-ordered status. As orders are pulled, the assembler generates an MADPT Form 2, *Tool Kit Issue*, and forwards for laser marking.

6.4 (Removed).

7. TOOL MARKING:

7.1. Identification and Marking.

7.1.1. **Tool Marking.** All tools issued within OO-ALC production and maintenance activities will be marked with an appropriate tool identification (ID) number. Tools will be marked in accordance with OO-ALC/MADPT tool marking instructions located in each OO-ALC/MADPT tool issue center. Tools that cannot be marked (too small, sensitive, impractical, etc.) will be controlled in accordance with local directives. A comprehensive list of these items will be maintained for reference at all OO-ALC/MADPT facilities.

7.1.1.1 (Removed).

7.1.1.2. **TK Marking.** TKs are laser marked at the OO-ALC/MADPT Tool Distribution Center prior to delivery to the requesting tool issue center. The required ID number will be indicated on the TKCRL and MADPT Form 2. As each tool is removed from the marking equipment, the operator will visually inspect the tool to verify that it was legibly marked with the correct ID number, and that any other ID numbers are completely removed. The completed order is then placed in the appropriate location for immediate delivery to the requesting tool issue center.

7.2. **Replacement Tool Marking.** Replacement tools will be marked with the appropriate TK ID number at the time of issue from the servicing tool facility.

7.3. **Tool De-marking.** *TOOL ID MARKS WILL ONLY BE REMOVED BY TOOL ISSUE CENTER PERSONNEL OR AN AUTHORIZED CONTRACTOR.* Tool de-marking personnel will ensure all tool ID marks are illegible prior to returning any item to inventory.

7.3.1. **Contract De-marking.** All tools requiring de-marking by the contractor activity will be processed by the OO-ALC/MADPT Tool Distribution Center. Tools will be boxed, palletized, and weighed for shipment to the local contract facility. The total shipment weight will be indicated on the DD Form 1348-1A, *Issue Release/Receipt Document*, and used to ensure all tools are returned to OO-ALC/MADPT from the de-mark facility.

7.3.1.1. OO-ALC/MADPT receiving personnel will visually inspect all tools returned from the de-mark facility for serviceability and to ensure all previous tool ID numbers have been removed. If ID numbers are found, the tools/items will be set aside for return to contractor for rework.

8. TK ISSUE:

8.1. **Receipt.** Tool distribution center personnel will deliver TKs to the requesting tool issue center once they are assembled. Upon receipt, the tool attendant will ensure that all TK contents and required documentation are ready for issue. The attendant will update TK records to reflect the requesting employee's name and date of issue in the inventory management system. The attendant will then schedule a tool issue appointment with the requesting employee within five

business days of TK receipt. Appointments that cannot be made within five business days will be scheduled at the earliest possible opportunity.

8.1.1. Issue Procedures. The issuing attendant and the receiving employee will conduct a joint inventory of the TK and will complete all necessary documentation. Issue documentation will include a signed and dated TKCRL and AFMC Form 311, *Certificate of Responsibility for Government Property*. The original TKCRL will be maintained at the tool issue center; the second copy will remain with the TK at all times and will be suitably protected (e.g., plastic bag, etc.); and a third copy will be maintained by the employee's supervisor and used when performing supervisory inspections.

8.1.1.1. Unavailable Items Listed. Any tools not immediately available, but required, will be included on the TKCRL. The TKCRL will be marked for each back-ordered tool with a quantity of "0" and a "B/O" for back-ordered. Upon TK issue, the employee will initial each tool on the TKCRL marked with "B/O" to acknowledge that the item has not been received.

8.1.1.2. Back-order Tool Receipt. When back-ordered tools are received, the tool issue center will notify TK owner. The TK owner will take his/her copy and supervisor's copy of the TKCRL to the tool issue center to receive the tools. The tool attendant and the employee will verify that tools issued are correct in accordance with the TKCRL, and that tools are marked with the correct TK ID number. The tool issue center attendant will mark all three copies of the TKCRL with the quantity received and block out "B/O" status on each. The tool issue center attendant and the employee will initial and date all three TKCRL copies. The tool issue center attendant will then update the employee's tool status for items in the tool inventory management system.

9. INVENTORY CONTROL:

9.1. Computer Tracking.

9.1.1. OO-ALC/MADPT personnel will use a computerized inventory management system for assignment and inventory of tool assets. As a minimum, the system will include: 1) tool's NSN, 2) nomenclature, 3) description, 4) serial number, 5) assigned TK ID number, 6) name of the employee the tool is assigned to, 7) employee's ID number, 8) employee's unit information, and 9) supervisor's name.

9.1.2. Maintenance. Maintenance of the tool inventory management system will be a daily activity. All tool issue center personnel will update the system when issuing or receiving any tool for temporary loan or permanent issue.

9.1.3. Removal. Authorized personnel will only remove items from the inventory management system.

9.1.4. Use Audits. Tool issue center managers will choose items at random and conduct audits of system accuracy. These audits will involve a comparison of the inventory on hand with that listed in the inventory management system. Tools listed in the system, as being on loan, must actually be in the possession of the individual listed as having that tool. If audits reveal that the inventory management system is not being updated correctly, the tool issue center personnel may

be scheduled for refresher training as needed. This training will be conducted in accordance with paragraph 12 of this OI. Audit results will be forwarded to the section chief (OO-ALC/MADPT) for review.

9.2. Physical Control.

9.2.1. Electronic Tracking. All tools will be assigned to OO-ALC personnel in the inventory management system using their TK ID card.

9.2.1.1. System Trouble. In the event the automated system is disrupted (power outage, software maintenance, etc.), a portable transaction manager (hand held bar code reader/recorder) or manual log will be used to process system entries. Following restoration of the inventory management system, the portable transaction manager, or the manual log, will be synchronized with the system database to update any modified records.

9.2.2. Inventory Process.

9.2.2.1. System Back-up. Before any inventory is conducted, computer records must be backed up and the data retained to preserve archived records.

9.2.2.2. External Inventory. Total inventory of all tool issue centers will be conducted annually. The OO-ALC/MADPT section chief, or a designee, will appoint a supervisor to plan, coordinate, and assemble a team to perform these inventories. Personnel assigned to the tool issue center being inventoried will not be included in the team taking the inventory or making inventory adjustments; however, they may serve as advisors to the inventory team. The inventory team will perform the following: 1) examine tool issue center content, 2) conduct inventory management system comparison to physical inventory, 3) verify that storage locations are properly identified, including location markings for each cabinet, drawer, etc., 4) check demil bins (marked, unmarked, and repairable) to verify that they contain the correct items, 5) check stock bin levels and labeling, and 6) adjust the automated system inventory records to reflect current inventory. The inventory team will then submit a report of the inventory for each issue center to the OO-ALC/MADP Branch Chief in accordance with AFMCI 21-127.

9.2.3. TK Relocation. When an employee is scheduled to transfer to another location, within OO-ALC, the employee's supervisor will make an appointment with the servicing tool issue center to inventory the employee's assigned tools five working days prior to transfer. The employee's "new" supervisor will coordinate with the receiving issue center to receive the employee and their TK.

9.2.3.1. Check-Out. When a transfer requires an employee to change work centers, tool issue center personnel, at the current center, will check the inventory management system to verify the number of TKs assigned to the transferring employee. The TK template will be compared to the template required in the new position. If the existing TK contains the proper tools for the new Resource Control Center (RCC), tool issue center personnel and the employee will perform a joint inventory of the TK. If any tools are missing from the TK, lost tool procedures will be followed in accordance with Hill AFB Supplement 21-107. If the current TK does not meet the new requirements, a new TK request will be processed by the receiving supervisor in accordance

with paragraph 4 of this OI and the existing TK will be turned in. Tool issue center personnel will update the inventory management system and transfer the TK to the receiving issue center. Tool issue center personnel will provide the employee a signed and dated copy of the TKCRL for their TK as receipt of completed inventory for transfer. Tool issue center personnel will forward the employee's original tool records, including the master TKCRL, to the receiving issue center.

9.2.3.2. **Check-In.** Upon arriving at the receiving tool issue center, the employee and tool issue center personnel will perform a joint inventory of the TK. Tool center personnel will verify assignment of the TK to their inventory using the inventory management system. Tool center personnel will then issue the employee a signed and dated copy of the TKCRL from the employee's new issue center to confirm the transfer. The employee's original tool issue records will be updated and filed at the receiving issue center.

9.2.4. **Employee Separations.** When an employee separates from OO-ALC, the employee's supervisor will make an appointment with the servicing tool issue center, five working days prior to the employee's separation, for TK return.

9.2.4.1. **Pre-Inventory.** Tool issue center management will conduct a review of the inventory management system to verify the number of TKs assigned to the employee.

9.2.4.2. **Tool Return.** Tool center personnel and the employee will perform a joint inventory of all TKs assigned to the terminating employee. If any tools are unaccounted for, lost tool procedures will be initiated before the employee is released from liability. When TK inventory is completed, tool issue center personnel will provide the employee a signed and dated copy of the TKCRL, denoting "Turned In", as receipt of tool return. The tool issue center attendant accepting the employee's tools will update the tool inventory management system to release the employee from TK responsibility.

9.2.5. **Disposition.**

9.2.5.1. **Reissue Need.** Tool issue centers may retain turned-in TKs for reissue when a future need is predicted/identified by a supervisor or workload forecast.

9.2.5.2. **Return to Stock.** If no anticipated need exists, turned-in TKs will be broken down, de-marked, and returned to the OO-ALC/MADPT Tool Distribution Center for return to operating stock in accordance with paragraph 6.1.3 of this OI.

10. TOOL LOAN PROGRAM:

10.1. OO-ALC/MAD tool issue centers maintain tools for use by Air Force and contractor personnel required to facilitate work tasks unable to be accomplished using only the tools issued in an ITK.

10.2. **Tool Check-Out.** Employees requiring a loan tool must present their Tool Issue Card to the tool attendant for all tool transactions. If the requestor's loan privileges have not been suspended, the attendant will retrieve the requested tool, complete the issue process in the

inventory management system, and release the tool for use. Tools with multiple parts (TKs, sets, etc.) will have all parts inventoried by the attendant and the requesting employee during both the check-out and check-in process.

10.2.1. Time Limits. Tools on temporary loan can be checked out for five business days or seven calendar days. Loan tools should be returned at the end of each shift when possible. Arrangements for longer loans can be made with tool issue center personnel at the time of check-out, if it is known that the required time period will be more than five business days or seven calendar days. Tool center personnel must physically verify tools and renew the loan if a tool is required for more than the standard issue period without prior arrangement. The tool issue center supervisor will detail (in writing), critical items and special equipment that will be restricted to a single shift loan period. Tools added to the tool loan inventory will be reviewed to determine if loan restriction is necessary. The inventory management system will be updated to reflect time-restricted items. Tool attendants will inform the receiving individual of the return date for each item before releasing the tool.

10.2.1.1. Common Tools. Time limits for loans follow the procedure detailed above.

10.2.1.2. Critical Tools. Critical tools and special equipment may only be loaned for single-shift duration.

10.2.1.3. Precision Measurement Equipment (PME). PME follows the standard loan procedures for other tools. PME may not be loaned out more than 30 days without visual verification; and may not be loaned out for any period of time which will exceed its calibration due date, minus seven calendar days.

10.2.2. Overdue tools

10.2.2.1. Critical Items/Special Equipment. These items become delinquent one day after the tool is issued.

10.2.3. Loan Privilege Suspension. Tool loan privileges will be suspended for individuals with delinquent tools until those tools are returned. Suspension will be lifted by returning overdue items or by direction from the OO-ALC Tool Program Manager. The employee record in the inventory management system will be flagged to reflect the employee's suspended status IAW AFMCI 21-107, Hill Sup 1.

10.2.4. Tool Check-In. All tools must be turned in to the tool issue center where they were issued. Tool attendants will inspect and verify that the tool is in original (non-modified) functional condition, original tool ID is legible, and all tools (and parts if any) are accounted for. Tool returns must be recorded in the inventory management database before the individual returning the tool leaves the tool issue window.

10.2.4.1. Modified Tools. *MODIFIED TOOLS WILL NOT BE ACCEPTED FOR RETURN BY TOOL ISSUE CENTER PERSONNEL.* Individuals modifying any tool on temporary loan from any OO-ALC/MAD tool issue center will have their tool privileges suspended, pending review

by their directorate tool manager. The employee's record, stored in the inventory management system, will be flagged to reflect suspended status for that individual.

10.2.4.2. **Serviceable Tools.** Tools determined to be in original loaned condition will be re-entered into the tool issue center's loan tool inventory. The receiving tool attendant will record the tool's condition code in the inventory management system and complete the receipt process before the individual returning the tool leaves the tool issue window.

10.2.4.3. **Broken/Worn Tools.** *BROKEN TOOLS WILL NOT BE ACCEPTED BY TOOL ISSUE CENTER PERSONNEL UNTIL EVERY EFFORT HAS BEEN MAKE TO RECOVER AND RETURN ALL BROKEN PIECES.* Tool issue center personnel will report all suspected tool abuse to the OO-ALC/MADPT section chief immediately.

10.2.4.4. **Missing Tools.** If tools, or any parts there-of, are missing upon check-in, appropriate lost tool procedures will be handled in accordance with Hill AFB Supplement 21-107, paragraph 3.3. Tool issue center personnel will require a signed completed copy of AFMC Form 310, *Lost/Found Item Report*, before reissuing a replacement tool.

11. BROKEN TOOLS:

11.1. **Verification.** Tool issue center personnel will make a determination of tool functionality on all tool replacement requests. *BROKEN TOOLS WILL NOT BE ACCEPTED BY TOOL ISSUE CENTER PERSONNEL UNTIL EVERY EFFORT HAS BEEN MAKE TO RECOVER AND RETURN ALL BROKEN PIECES.* An employee's supervisor may verify that every attempt has been made to retrieve all broken parts, if necessary.

11.1.1. **Employee Liability.** If an issued tool is modified, or broken due to use for other than it's intended purpose, the user, their supervisor, and the OO-ALC Tool Program Manager will hold a review. During the review they will determined if an unauthorized modification was made to the tool or if it was broken due to misuse and what appropriate actions, if any, should be taken in accordance with AFMCI 21-127.

11.1.2. **Broken Tool Logging.** Tools returned broken will be indicated as such in the inventory management system during the check-in process. Automated reports will be used to track all broken, worn, or lost tools.

11.2. **Broken Tool Replacement.** When an employee returns a broken tool to their servicing tool issue center, the attendant will pull a replacement from the replacement stock, mark the tool with the correct TK ID number, update the inventory management system for the exchange, and issue to the requesting employee. If the replacement is not in stock at the local issue center, the attendant will ask if a temporary loan tool is required to prevent a work stoppage situation. If a temporary loan tool is required to prevent work stoppage, one will be loaned in accordance with paragraph 10, of this document, and a replacement will be placed on order. Tools will be replaced on a one-for-one basis and only tools included on an employee's TKCRL will be exchanged. If the replacement tool was ordered from the OO-ALC/MADPT Tool Distribution

Center, the employee will be notified by their tool issue center when the tool is ready. The broken tool will be placed in the “Marked Tools Only” bin.

11.3. Separation. All broken tools accepted by tool issue center personnel will be recorded in the inventory management system. Broken tools will then be placed in a temporary bin for “Marked Tools Only.” These tools will be separated as warranted items, repairable items, or items in need of disposal. OO-ALC/MADPT personnel will de-mark warranted tools prior to warranty replacement. After de-marking, warranted tools will be transferred to a designated bin to await exchange through the appropriate warranty program.

11.4. De-marking. Broken warranted tools will have the tool ID number removed prior to exchange with the warranty tool representative. Non-warranted tools will have the ID number left on to be de-marked in accordance with the existing de-mark contract in accordance with paragraph 7.3.1 of this OI.

11.5. Warranted Tools.

11.5.1. Replacement Notification. The OO-ALC/MADPT Tool Distribution Center Manager will notify the appropriate tool representatives (weekly) of items and quantities requiring warranty replacement.

11.5.2. Warranted Tool Exchange. Tools requiring warranty replacement will be handled at each respective tool issue center. Tools de-marked and placed in the “De-marked Warranted Tools” bin will be exchanged with the appropriate representative on a one-for-one basis. As the exchange is completed, both tool issue center personnel and the tool representative will initial and date the corresponding columns of the Warranty Tool Log. Upon completion of the exchange, tool issue center personnel will update the inventory management system for all items exchanged. If an exchanged item was on back-order for a specific TK, that item will be sent to the laser marking area for correct ID marking.

11.5.3. Shipping. All warranted tools requiring shipment to the supplier’s location must be forwarded to the OO-ALC/MADPT Tool Distribution Center. A request for an immediate tool replacement will also be sent, if necessary, to prevent a possible work stoppage. OO-ALC/MADPT Tool Distribution Center personnel will package the items and arrange for shipment to the appropriate vendor’s facility.

11.6. Repairable Tools. If a broken tool is capable of being repaired, it will be sent to

11.7. OO-ALC/MADPT Tool Management Center, Small Tool Repair Section, with an AFMC Form 127, *Routed Order*, for appropriate service. The attached form will contain the TK owner’s name, TK ID number, RCC, and a complete description of the tool’s malfunction. The tool will then be repaired and returned to the owner’s tool issue center, or will be condemned and returned to the servicing tool issue center for required replacement action. Tool issue center personnel will notify the tool owner when repaired items are received from OO-ALC/MADPT.

11.7. Disposal. All broken tools not replaceable under a warranty program, and not capable of being locally repaired, will be annotated on a DD Form 1348-1A and prepared for transport to

DRMO/MBB. A minimum of four legible copies of the DD Form 1348-1A must accompany property turned in for disposal processing. Transportation of materials to DRMO/MBB will be handled by OO-ALC/MADP personnel, or by drivers provided from vehicle dispatch, 75th Transportation Squadron (75 TRANS/LGT). The DD Form 1348-1A must be signed by the 75 TRANS/LGT driver to acknowledge receipt of materials transported to DRMO/MBB. Copies of the DD Form 1348-1A will be maintained by OO-ALC/MADPT to document materials transferred until the required copies are received from DRMO/MBB. DRMO/MBB personnel will sign the DD Form 1348-1A when delivered directly by OO-ALC/MADP. All disposal records will be maintained by OO-ALC/MADPT for a minimum of two years in accordance with AFMAN 37-139, *Records Disposition Schedule*.

12. TRAINING:

12.1. Computer Tool Control Training. All personnel who work with OO-ALC/MAD issued tools will maintain the necessary level of training to facilitate accurate and efficient use of the automated inventory management system, and all other computer applications required for the performance of their duties. This training will involve classroom instruction, structured on-the-job-training (OJT), and self-paced study.

12.2. Inventory Management System Training. Should random audits reveal problems with familiarity or usage, refresher training will be coordinated with the OO-ALC/MADP branch chief and OO-ALC/MADPT section chief.

13. ANNUAL TK TEMPLATE REVIEWS:

13.1. In accordance with Hill AFB Supplement 21-107, product division are required to review all assigned TK templates on an annual basis. The OO-ALC/MADPT section chief, or designated representative, will ensure division tool managers are supplied with accurate template listings for all TK types used within that product directorate.

13.2. Product division tool managers will submit verification of reviews to the center tool manager.

13.2.1. If excess and/or unnecessary tool items are identified during the template review process, the OO-ALC/MADPT Tool Distribution Center will ensure these tools are returned to the tool issuing center, removed from the template record in the inventory management system, processed for de-marking, and returned to operational inventory.

13.2.2. If the annual review indicates additional tools are required as part of the TK template, the expeditor assigned to the requesting product directorate will update the template to reflect the additional tools. The expeditor will procure the required tools and forward items to the issuing tool center for each individual affected by the updated template.

13.2.3. The servicing tool issue center for employees requiring additional tool items will schedule an appointment with each individual, within five business days, following delivery of the required items. Individuals that are unavailable within the five-business-day period will have appointments scheduled at the earliest possible opportunity.

//SIGNED//

THOMAS W. TAIT, Chief
Industrial Services Division
Maintenance Directorate

Attachment:

Glossary of References and Supporting Information

ATTACHMENT 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

REFERENCES

AFMCI 21-107, *Tool Control and Accountability Program*

AFMCI 21-107, Supplement 1, *Tool Control and Accountability Program, Maintenance*

AFMCI 21-127, *Depot Maintenance Plant Management*

AFPD 63-1, *Acquisition System*

AFI 63-101, *Acquisition System*, Supplements AFPD 63-1 and DOD Directive 5000.1

AFI 65-501, *Financial Management Economic Analysis*

DoD Directive 5000.1, *The Defense Acquisition System*

DD Form 1348-1A, *Issue Release/Receipt Document*

AFMC Form 127, *Routed Order*

AFMC Form 310, *Lost/Found Item Report*

AFMC Form 311, *Certificate of Responsibility for Government Property*

AFTO Form 244, *Industrial/Support Equipment Record*

OO-ALC Form 515, *Tool Request*

OO-ALC Form 516, *Establish or Revise Tool Lists or Appendages*

MADPT Form 2, *Tool Kit Issue*

TERMS

CTK. Consolidated TKs are issued at the supervisory level. These TKs are usually created of limited-need tools specifically oriented to a task. CTKs are for use by employees under a supervisor's area of control using one of two systems to check tools out: 1) a check-out log containing the name and ID of the person using the tool; the tool taken; date and time of check-out; date and time of check-in; and description of tool; or 2) a "chit" system with issued/inventory controlled chits identifying the specific individual.

DRMO/MBB. Defense Reutilization and Marketing Office, Administrative Branch, is the Defense Logistics Agency organization having accountability for and control over disposable property.

Foreign Object Damage (FOD). Any damage caused by foreign objects to Air Force equipment or facilities that can be measured in either physical or monetary terms that may degrade the product, causing system or component malfunction, deterioration, or loss of life.

Government Purchasing Card. A credit card issued for the purchase of required materials that fall below a specified purchase amount.

Inventory. 1) The entire collection of materials (Tools) owned by the Air Force that are acquired, managed, and controlled by OO-ALC/MADP personnel. 2) The process of physically verifying actual possession/position of tools in a container, TK, tool issue center, or division.

Inventory Management System. The inventory management system may include a commercial off-the-shelf automated application for controlling and tracking tool inventories. This application will be used to process all OO-ALC/MADPT issued tool transactions.

Individual Tool Kit (ITK). A collection of tools issued to a single Air Force or contract employee with tools necessary for repair or maintenance duties on Air Force items. See also Consolidated Tool Kit or Task Oriented Tool Kit.

Shadow/Silhouette. The process of lining a drawer with a foam material in which relief cuts are made in the shape of the items to be contained within the drawer (hammer, drill, screwdriver, etc.). A shadow allows for quick assessment of tool inventory and easily identifies those tools that may be unaccounted for. Shadowing may also be accomplished by painting an outline or profile of the item that lies or hangs in a certain location with different color paint than that of the background area.

Template. A “master list” of tools specified as necessary for a certain skill, task, work area, or a combination thereof. Template appendages can be established to accommodate tool needs not covered by original template design.

Tool Kit (TK). A collection of tools determined to be necessary for a particular work situation, the container they are housed in, and a Tool Kit Custodial Receipt Listing.

Tool Kit Custodial Receipt Listing (TKCRL). An inventory document. The TKCRL lists tools issued by MADPT and the container that holds them. The document includes the following: a listing of the tool, the quantities of each tool, the TK ID number, the location (drawer, shelf, etc.) of each tool contained in the TK, and a description of each tool. Three paper copies of the TKCRL are kept as follows: 1) mechanics/technicians copy, kept with the individual TK in a protective cover (plastic bag, sleeve, etc.), 2) supervisor’s copy, kept by the employee’s supervisor, and 3) master, or manager’s copy, kept on file at the issuing tool center. An electronic copy is also maintained using the computerized inventory management system.

Tool. An instrument or object used by hand to aid in the repair or maintenance of Air Force equipment, weapon systems, facilities, etc.

Tool Issue Center. A room, enclosure, or container often referred to as a “Tool Crib” designated to store unassigned tools owned by the Air Force to be issued or loaned to Air Force or contractor personnel for Air Force related repairs or maintenance duties.

Tool Distribution Center (Warehouse). A secure facility for the centralized storage of bulk tool supplies used in the initial assembly of TKs and the re-supply of tool issue centers.

Temporary Duty (TDY) TKs. TKs made up for support of off-site maintenance requirements that will be used by authorized employees (civilian or military) with specific skills, who are dispatched to another location to provide specialized support for Air Force weapon systems or other end products.

Task Oriented Tool Kits (TOTK). Issued to work center supervisors to support specific tasks. TOTKs may be used by multiple employees on multiple shifts. Tool checkout will occur in the same manner as a CTK. When a shift transfer of a TOTK occurs, supervisors, from both shifts, will conduct total inventory of the TOTK.